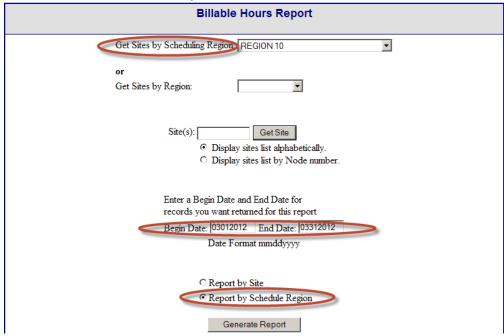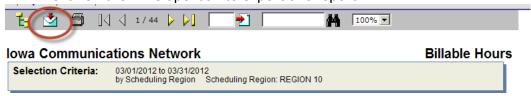# BILLABLE HOURS REPORT FOR MONTHLY REPORTING

These are hours and sessions scheduled into any ICN site that you are responsible for as their Regional Scheduler. These are usually all your community college and K-12s. Monthly totals can be summarized by using the Billable Hours Report in VOSS. Some sessions will have multiple audience types so the monthly totals will not equal the actual regional site usage monthly totals.

1. In VOSS, go to the Reports tab.
2. Choose Billable Hours from the left column.
3. In the Billable Hours Report, choose your Scheduling Region from the drop down box.
4. Enter a Begin Date and End Date for the records you want using the mmddyy format
5. Select the Report by Scheduler Region radio button
6. Click the Generate Report button.

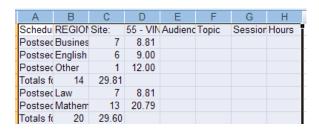**7.** Click on the Envelope icon to export this report

8. From the Formats drop down box, choose MS Excel 97-2000 (Data only).
9. Automatically, the All radio button is selected. Click OK.

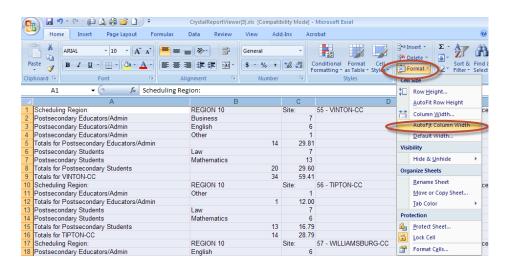Visit www.icn.state.ia.us/RTC/ for additional information.   1

BILLABLE HOURS REPORT FOR MONTHLY REPORTING

10. In the File Download box, select Open.
11. Excel opens. Format the Excel spreadsheet to make using it easier.
    a. Select columns A-H, in the Cells box at the top

    b. Click the down arrow on the Format option and choose AutoFit Column Width. The columns will now be easier to read.
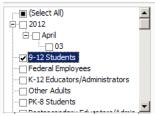

12. Click on row 1, select Sort & Filter – then in the Editing box, choose Filter.
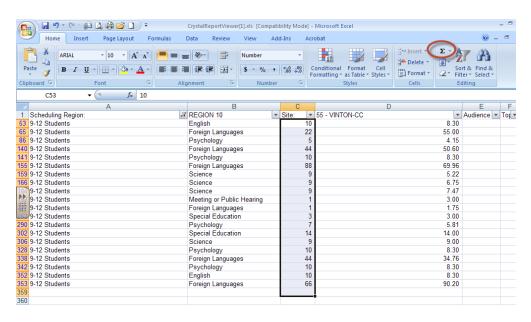
13. In column 1, select the Filter down arrow, Unselect All, then check the first audience type.

14. In Column C, sum the total of the column by selecting the column of numbers and include the next empty cell at the bottom. Click the Sum symbol in the Editing tab. Do the same for Column D. Column C is Number of Sessions, Column D is Total Hours.

Ignore the Headings in Column B, C and D. Column A is correct.

15. Continue to use the Filter by clicking the down arrow in Column A, and select one audience type at a time to get the totals. Don't include the Test totals for your region.